



Transition Overview Sign-Off Process

The process for completion and signing of the Transition Overview (TO) documents will occur as follows:

1. ESDs or SLDs will retrieve a copy of the current TO template from the Transition Workbook web site.
2. ESDs, SLDs, and AITRs from each agency will work in cooperation with applicable agency staff to complete a draft version of the agency's TO containing wording that is acceptable to the agency and that the agency head would be willing to sign.
3. This final draft is to be sent back to the respective ESD at VITA. The modifications will be reviewed, and if necessary discussed with the agency.
4. Any additional changes made at VITA would be inserted with MSWord's "Track Changes" function activated so that modifications can be easily identified
5. When final wording is mutually agreed on between Chris Saneda, SLDs, ESDs, and the agency, Lem Stewart will sign each TO document.
6. Final Transition Overviews with the CIO's signature will be transmitted to the agencies for final signatures. Agencies may elect to utilize electronic signatures, at their option.
7. Along with the signed TO document VITA will send back to the agencies confirmation of the status of their Asset Inventory, Contract Spreadsheet, Personnel Spreadsheet, and Technical Compliance Requirements document. This will provide confirmation to the agencies that their attachments are either under review, approved as submitted, or approved as modified.
8. ESDs will obtain TO documents with the signature of the agency head. Due to the large volume of information collected, agencies may optionally elect to attach appendices of the transition requirements data:
 - a. The agency's personnel spreadsheet
 - b. The agency's contact information
 - c. The agency's contract spreadsheet
 - d. A summary of the agency's Asset Inventory
 - e. The agency's Technical Compliance Requirements document
9. All Transition Overviews, with both the CIO and Agency heads' signatures, are due from each agency in a given wave, on the due date of final deliverables for that wave. The final copies, with both VITA and agency signatures, will be submitted to the General Assembly for approval within 5 days after receipt as required by law.